



## TOWN OF EAST WINDSOR VACANCY PLANNING CLERK

The Town of East Windsor is seeking applications for a part time Planning Clerk in the Planning Department. This is a 19 hour per week position with a starting salary of \$17.75 per hour. The job description and application for this position are available at [www.eastwindsor-ct.gov](http://www.eastwindsor-ct.gov). To apply send a cover letter, resume, and completed application to the Office of the First Selectman, Town Hall, 11 Rye Street, Broad Brook, CT 06016. This posting will remain open until the position has been filled. EOE

The Town of East Windsor provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, gender identity or expression, pregnancy, veteran status, family status or genetics. In addition to federal law requirements, the Town of East Windsor complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**DEPARTMENT:** PLANNING AND DEVELOPMENT

**TITLE:** PLANNING CLERK

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**POSITION SUMMARY:**

Responsible for clerical duties related to the Planning and Development Department and its related Land Use Boards and Commissions.

**PRIMARY FUNCTIONS:**

- Perform clerical duties for the Department and Land Use Boards.
- Provide clerical support for board and commission meetings, inclusive of typing agendas, mailings, assembling packets, writing, and publishing legal notices, letters of decisions, and other related materials.
- Assist the public with land use application process, receive and process applications, collect appropriate fees.
- Prepare letters, notices, memoranda, drafts, reports and other materials from copy, rough draft, brief notes, instructions, and/or dictation and file same.
- Must have strong organizational skills, be able to concentrate on fine detail with constant interruptions and remember multiple assignments given over long periods of time.
- Operate a variety of office equipment including computers, phones, photocopier, plan printer, etc.
- Must have strong computer skills with proficiency in MS Office including Word and Excel, and ability to learn new permit tracking and database software.
- *This job description is illustrative of tasks and responsibilities and not meant to be all-inclusive of every task or responsibility.*

**SUPERVISED BY:**

Supervised under the direction of the Town Planner

**QUALIFICATIONS:**

- High School Diploma or equivalency
- Prior clerical experience
- Must be a team player and have a good working relationship with staff and general public
- Basic knowledge of the principals of land use approval process and municipal government.
- Good written and oral communication skills

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is part-time, 19 hours per week, non-union position.

**REQUIRED PHYSICAL EFFORT:**

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.